Dear Academic Advisor,

Your advisee, ______________________, __________________ is applying to study at _________________________________ in _________________________________ University/ Program Country

We have asked all study abroad applicants to discuss their plans with their academic advisors. In your discussion with the student, please address academic issues in relation to the study abroad experience. While careful academic planning is important, foreign institutions do not always have detailed course descriptions and set schedules, so students sometimes have to make educated guesses about what courses they will be able to take.

This form has several purposes: to inform the advisor of the student’s plans to study abroad, to allow the advisor to give appropriate feedback about the student’s academic issues, performance and/or standing to the Office of International Programs, and to ensure that the student has discussed her plans with an advisor. After meeting with the student, please fill in the form below and return it to the student in a sealed and signed envelope – or – return the form directly to the Office of International Programs in Joyner 124.

Thank you for your time. Feel free to call our office if you have questions.

Sincerely yours,

The Office of International Programs

In compliance with the Family Educational Rights and Privacy Act of 1974, the candidate may have access to this reference unless access is waived. Please check one and sign:

_____ I waive my rights to access this reference  _____ I do not waive my rights to access this reference.

Student Signature ______________________________________________________ Date____________________

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PLEASE RETURN TO THE STUDENT IN A SEALED AND SIGNED ENVELOPE

☐ I fully support this student’s decision to study abroad.
☐ I support this student’s decision to study abroad with the following reservations regarding academic issues, performance and/or standing:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

☐ I do not support this student’s decision to study abroad (please explain; add additional comments on the back of this form, if needed):

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Advisor’s Name (please print) ___________________________ Department ___________________________

Advisor’s Signature ___________________________ Date ___________________________

Revised 8/08